

SECRET

(When Filled In)

FITNESS REPORT				EMPLOYEE SERIAL NUMBER			
SECTION A				GENERAL			
Name: KEENAN, Thomas J. (First) (Middle)				4. DATE OF BIRTH	5. SEX	6. GRADE	7. SD
				29 Jun 1930	M	GS-11	D
8. OFFICIAL POSITION TITLE				9. OFF DIV OR UP ASSIGNMENT			
Operations Officer				DDP WH 3			
10. CHECK (X) TYPE OF APPOINTMENT				11. CHECK (X) TYPE OF REPORT			
<input type="checkbox"/> CAREER <input type="checkbox"/> RESERVE <input type="checkbox"/> TEMPORARY <input type="checkbox"/> CAREER-PROVISIONAL (See Instructions - Section C) <input type="checkbox"/> SPECIAL (Specify)				<input checked="" type="checkbox"/> INITIAL <input type="checkbox"/> REASSIGNMENT SUPERVISOR <input checked="" type="checkbox"/> ANNUAL <input type="checkbox"/> REASSIGNMENT EMPLOYEE <input type="checkbox"/> SPECIAL (Specify)			
12. DATE REPORT DUE IN O.P.				13. REPORTING PERIOD (From - To)			
30 November 1963				1 October 1962 - 30 September 1963			
SECTION B				PERFORMANCE EVALUATION			
W - Weak Performance ranges from wholly inadequate to slightly less than satisfactory. A rating in this category requires positive remedial action. The nature of the action could range from counseling, to further training, to placing on probation, to reassignment or to separation. Describe action taken or proposed in Section C. A - Adequate Performance meets all requirements. It is entirely satisfactory and is characterized neither by deficiency nor excellence. P - Proficient Performance is more than satisfactory. Desired results are being produced in a proficient manner. S - Strong Performance is characterized by exceptional proficiency. O - Outstanding Performance is so exceptional in relation to requirements of the work and in comparison to the performance of others doing similar work as to warrant special recognition.							
SPECIFIC DUTIES							
List up to six of the most important specific duties performed during the rating period. Insert rating letter which best describes the manner in which employee performs EACH specific duty. Consider ONLY effectiveness in performance of that duty. All employees with supervisory responsibilities MUST be rated on their ability to supervise (indicate number of employees supervised).							
SPECIFIC DUTY NO. 1 Complete responsibility of a highly sensitive, unilateral technical operation which involves supervision of twenty-five agents, including one senior (GS-13) career agent.							RATING LETTER S
SPECIFIC DUTY NO. 2 Supervisory responsibility for a technical and investigating operation targeted primarily against the local Soviet official delegation. (Supervision of 11 agents.)							RATING LETTER S
SPECIFIC DUTY NO. 3 Supervisory responsibility for a unilateral investigation and surveillance team which is employed on the majority of sensitive assignments for the Station.							RATING LETTER S
SPECIFIC DUTY NO. 4 Field support for a sensitive continuing provocation operation targeted against the Cuban Government.							RATING LETTER P
SPECIFIC DUTY NO. 5 Alternate (to COS) case officer for a LAURICLE project of continuing importance; also alternate case officer for an important technical support project.							RATING LETTER S
SPECIFIC DUTY NO. 6 Preparation of necessary memoranda, dispatches, project actions and other correspondence attendant to the operations assigned.							RATING LETTER P
OVERALL PERFORMANCE IN CURRENT POSITION							
Take into account everything about the employee which influences his effectiveness in his current position such as performance of specific duties, productivity, conduct on job, cooperativeness, pertinent personal traits or habits, and particular limitations or talents. Based on your knowledge of employee's overall performance during the rating period, place the letter in the rating box corresponding to the statement which most accurately reflects his level of performance.							RATING LETTER S

FORM 45 6-58 6-58 6-58 PREVIOUS EDITIONS.

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SECTION C

NARRATIVE COMMENTS

Indicate significant strengths or weaknesses demonstrated in current position keeping in proper perspective their relationship to overall performance. State suggestions made for improvement of work performance. Give recommendations for training. Comment on foreign language competence, if required for current position. Amplify or explain ratings given in Section B to provide basis for determining future personnel action. Manner of performance of managerial or supervisory duties must be described, if applicable.

Subject's duties and responsibilities involve management and supervision of some of this Station's most successful and most sensitive operations. The fact that Subject has responsibilities comparable to any officer up to four grades higher than his speaks for the trust COS has in him and for his continued exceptionally proficient performance.

Subject has adequate Spanish; his performance continues to be excellent in every sense. He is dedicated and a hard worker.

It is recommended that Subject be promoted to GS-12.

SECTION D

CERTIFICATION AND COMMENTS

1. BY EMPLOYEE		
I CERTIFY THAT I HAVE SEEN SECTIONS A, B, AND C OF THIS REPORT		
DATE 23 October 1963	SIGNATURE OF EMPLOYEE /S/ Thomas J. Keenan	
2. BY SUPERVISOR		
MONTHS EMPLOYEE HAS BEEN UNDER MY SUPERVISION 43	IF THIS REPORT HAS NOT BEEN SHOWN TO EMPLOYEE, GIVE EXPLANATION	
DATE 23 October 1963	OFFICIAL TITLE OF SUPERVISOR Chief of Station	TYPED OR PRINTED NAME AND SIGNATURE /S/ Winston M. Scott
3. BY REVIEWING OFFICIAL		
COMMENTS OF REVIEWING OFFICIAL		
DATE 13 NOV 1963	OFFICIAL TITLE OF REVIEWING OFFICIAL c/w/b	TYPED OR PRINTED NAME AND SIGNATURE J. White

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